

### **How is the order enforced?**

- If you are in immediate danger, call 911.
- If you believe the order has been violated, contact the police department where the violation occurred

### **How to change/dismiss an HRO**

- Call to make an appointment to file the motion
- File a motion to change/dismiss your order
- Civil motion fees apply
- In most cases, the motion does not modify the order in any way until the court hearing.
- Appear at a court appearance (approximately two weeks from the date of your appointment)

### **What if I move?**

- Submit a Notice of Change of Address form to the Domestic Abuse/Harassment office with any change in address
- The address may remain confidential.
- The court clerks will send a copy of the order to the new police department and note the new address in the file.

### **Ramsey County Phone Numbers:**

**Domestic Abuse/Harassment Intake:**

**651-266-5130**

**Sheriff Civil Process Unit: 651-266-9330**

**Law Enforcement Center: 651-266-9350**

**County Attorney: 651-266-3222**

**St. Paul City Attorney: 651-266-8740**

**Adult Probation/Parole: 651-266-2300**

**Child Protection: 651-266-4500**

**Adult Protection: 651-266-2300**

**Family Court: 651-266-2842**

**Criminal Court: 651-266-8180**

**City/County Information: 651-266-8500**

### **Other Phone Numbers:**

**Minnesota Help: 651-291-0211**

**Communication Services for the Deaf:**

**651-297-6700 Voice/TTY**

**Parent Support Services: 651-641-1300**

**Dispute Resolution Center:**

**651-292-7791**

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### **Ramsey County Domestic Abuse and Harassment Office**

**Juvenile and Family Justice Center**

**25 West Seventh Street Room 122**

**Saint Paul, MN 55102**

**651-266-5130 Appointment and info**

**651-266-5140 Fax**

**Office Hours: Monday-Friday 8:00am-4:30pm**

**This information and more:**

**<http://www.mncourts.gov/district/2/?page=45>**

**If an interpreter is needed, please contact us.**

## **Ramsey County Harassment**

**How to obtain a  
Harassment Restraining  
Order  
&  
Understanding the  
process that follows**

**Petitioner**=the person filing the order

**Respondent**=the person the order is against

## **What is a Harassment Restraining Order?**

A Harassment Restraining Order (HRO) is a civil court order that sets conditions on a Respondent where the Petitioner alleges harassment. The conditions may include, but are not limited to: no harassment, no contact, stay away from residence/employment. Harassment Restraining Orders are usually issued for 1-2 years.

## **How to qualify for a HRO** (According to Minn. Stat. § 609.748)

Harassment is defined as:

- Single incident of physical or sexual assault
- Repeated incidents of intrusive or unwanted acts, words or gestures that have a substantial adverse effect or are intended to have a substantial adverse effect on the safety, security or privacy of another, regardless of the relationship between petitioner and the alleged harasser
- Targeted residential picketing
- A pattern of attending public events after being notified that one's presence is harassing to another

## **Filing in Ramsey County**

To file in Ramsey County, one of the following must apply:

- Respondent lives in Ramsey County;
- Alleged harassment occurred in Ramsey County

Civil filing fee applies (\$250)

- Fees may be waived by a judicial officer
- You may fill out an In Forma Pauperis form if you are requesting the fees be waived because you cannot afford to pay and you qualify to have fees waived according to **Minn. Statutes § 563.01**. Verification of income or the lack of income is required when submitting an In Forma Pauperis form.

## **How to obtain an HRO**

The primary function of the Ramsey County Domestic Abuse/Harassment Office is to provide clerical assistance with the writing and filing of a petition for an Order for Protection (OFP) and/or Harassment Restraining Order (HRO) in Ramsey County.

What is the court process to file a HRO in Ramsey County?

- Handled by appointment (may take up to two hours) or as emergency wait appointments (as time/resources allow);
- Court clerks cannot provide legal advice;
- Call the Ramsey County Domestic Abuse and Harassment Office at 651-266-5130 to make an appointment;

What to bring to your appointment:

- Current information about the Respondent/s, including: name, birth date, addresses and photo (if available)
- A written statement with dates (or approximate dates/frequency) and a description of incidents involving harassment (It will save you time, if you come with the statement prepared. If not, it will need to be written at the time of your interview)

The day of your appointment:

- Check-in at front desk and fill out initial paperwork;
- Turn paperwork in to clerk at front desk;
- A clerk will assist in drafting a Petition/ Affidavit and proposed Order and set a court date if requested;
- A clerk will bring the paperwork to be reviewed by the judicial officer;
- The clerk will give you the results of the judicial officer's decision;
- The clerk will provide you copies and information;
- The clerk will forward copies to the appropriate law enforcement

## **Is a court hearing necessary?**

In the following circumstances, there is a hearing:

- The petitioner may request a hearing.
- The judicial officer may order a court hearing
- The respondent may request a hearing within 45 days

## **How is the order served?**

- If an address is provided, the court will forward a copy to the county sheriff's department where the respondent resides
- HROs can also be served by publication

## **What happens at a court hearing?**

- The Respondent and Petitioner are ordered to appear
- Mediators may be available
- The parties should bring a copy of their order and any witnesses or evidence to court with them
- The parties may be represented by an attorney if they wish to retain one on their own
- The judicial officer may ask the Petitioner if s/he still wants the Order
- The judicial officer may ask the Respondent how they would like to respond to the issuance of a Harassment Restraining Order
- If the Respondent requests an evidentiary hearing (trial) and there is not sufficient time to conduct a trial or if the Respondent was not served with enough notice, the judicial officer may continue the case to another date.
- If there is a trial, the judicial officer will hear the case and either issue an order or dismiss it. If the order is issued, all or some of the requested relief may be granted.